

Neighborhood Bylaws Tune-up

Every organization should review its bylaws periodically.

When was the last time your group looked at your bylaws?

Does every board member have a copy of your bylaws?

What items should be in your bylaws and what items should be in your policies and procedures?

What are the responsibilities of officers?

If it's time for a tune-up, sign up for this Neighborhood Toolbox training for an informative bylaws refresher course. Learn more about the role bylaws play in an organization, basic provisions that bylaws should contain and options you may want to consider.

Wednesday, March 8, 2006

5 - 6 p.m. Registration, networking
and light dinner

6 - 8:30 p.m. Seminar

Saturday, March 11, 2006

9 - 9:30 a.m. Registration, networking
and continental breakfast

9:30 a.m. – noon Seminar

Location

Both training dates will be held at Memorial Auditorium, 970 S. Fourth Street – 2nd floor ballroom.

Attendees

Please forward a copy of your bylaws to the address below and bring a copy to the class.

Come to the workshop prepared to ask questions about your bylaws.

Presented by Legal Aid Society's Community Development Program

Registration

Name

Organization

Address

City, State, Zip

Phone

Fax

E-mail

The training session is \$5. Please pre-register *NOW* to reserve your place in the class.
(Class size is limited to 40) Please check which session you prefer.

_____ **Wednesday, March 8**

_____ **Saturday, March 11**

Return completed registration form to:

Louisville Metro Department of Neighborhoods
400 South First Street
Louisville, KY 40202
Fax: 574-4227

For more information:

Kelly P. Long at 574-3931 -or-
kellyp.long@louisvilleky.gov